

THE TULALIP TRIBES
Community Services Department
Job Description
On-Call Position Only

Job Title: Kitchen Help

Opening Date: February 17, 2007

Job Number: TTT-040-2007

Closing Date: On-Going File

Note: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tribal Job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

☐ High School Diploma or GED equivalent **Required (Please attach copy)**

OTHER REQUIREMENTS:

☐ Must have a valid food handlers card **Required (Please attach copy)**

Physical Characteristics and/or Prerequisites

☐ Must be able to lift 25 lbs.

☐ Must be able to bend, lift and stoop on a frequent basis.

☐ Must be able to tolerate the use of cleaning solutions.

Tribal Department: Community Services

Employee Classification: Non-Exempt

Employee Reports To: Community Services Coordinator

Extent of Job Authority: Perform duties in accordance to standard operating procedures.

Dining Room Manager

Experience:

☐ Must have one to two (1-2) years experience working with kitchen equipment.

☐ Must have one to two (1-2) years experience in kitchen prep work, cooking and serving for large groups.

Specific Duties Performed:

1. Ensures that wait staff sets tables correctly.
2. Ensures that food is served promptly and properly.
3. Assist with clean up of tables after event.
4. Assist in kitchen when needed.
5. Performs any other duties as directed by the Community Services Coordinator.

Job Summary: Assist in kitchen as needed, supervises wait staff.

Pay Range: 250 Guests or more \$200.00 Per Day. **This position is only required for Tribal events serving over 250 guests.**

Assistant Cook/Kitchen Help

Experience:

☐ Must have one to two (1-2) years experience working with kitchen equipment.

☐ Must have one to two (1-2) years experience in prep work, food and supplies ordering, cooking and serving for large groups.

Specific Duties Performed:

1. Assist head cook with prep work and cooking of meals.
2. Serves food and replenishes serving dishes for tables.
3. Stores leftovers.
4. Set up of facility.
5. Assist with clean up of kitchen.

6. Fills in for Community Services Coordinator when necessary.
7. Performs any other duties needed as directed by Community Services Coordinator
8. Performs all duties in a respectful manner.

Job Summary: Assist head cook with prep work, and cooking of meals.

Pay Range: **Tribal Function & Non-Tribal Function**

Up to 49 guests \$150.00 per day

50-149 guests \$200.00 per day

More than 150 guests \$250.00 per day

Fish Cook & Cleaner

Experience:

[] Must have one to two (1-2) years experience cooking and cleaning fish for large groups.

Specific Duties Performed:

1. Cleans and fillets salmon.
2. Starts and maintains fires.
3. Cooks fish over open fire.
4. Cleans up barbeque area.
5. Assists with other duties as directed by Community Services Coordinator.

Job Summary: Prepares, cooks, and Cleans Salmon for Tribal events.

Pay Range: **Tribal Function**

Up to 250 guests \$300.00 Per Day

More than 250 guests \$750.00 Per Day

Non-Tribal Function

Up to 149 guests \$300.00 Per Day

More than 150 guests \$500.00 Per Day

Head Cook/Cook

Experience:

[] Must have Three to Five (3-5) years experience working with kitchen equipment.

[] Must have Three to Five (3-5) years experience in kitchen prep work, cooking and serving for large groups.

Specific duties Performed:

1. Plans meals, order food and supplies with Community Services, Coordinator for each event.
2. Preps and cooks meals.
3. Keeps basic inventory.
4. Checks to ensure quantity and quality are satisfactory.
5. Ensures leftovers are properly stored and distributed.
6. Ensures kitchen is ready for next event.
7. Directs staff in set up and clean up of facility.
8. Performs duties in a respectful manner.

Job Summary: Prepares, cooks, and plans meals for Tribal events.

Pay Range: **Tribal Functions**

Up to 250 guests \$250.00 Per Day

More than 250 guests \$300.00 Per Day

Non-Tribal Functions

Up to 49 guests \$150.00 Per Day

50 to 149 guests

\$200.00 Per Day

More than 150 guests \$250.00 Per Day

Waiter/Waitress

Experience:

[] Must have some experience working with the general public.

[] Must have ability to perform duties as directed.

[] Must be at least 12 years of age and currently enrolled in school. (parent permission for students under 18 years of age)

Specific duties Performed:

1. Set tables at direction of dining Room Manager or Assistant Cook.
2. Distribute food and beverage items before and throughout event.
3. Clean up tables after event.
4. Assist with any other duties needed as directed by Dining Room Manager.
5. Perform all duties in respectful manner.

Job Summary: Set up, Serve, and clean up at Tribal events.

Pay Range: **Tribal Functions** Up to 149 guests \$100.00 Per Day

More than 150 guests \$150.00 Per Day

Non-Tribal Functions Flat rate of \$100.00 Per Day

